

**KENTUCKY BOARD OF SOCIAL WORK
SPECIAL BOARD MEETING MINUTES**

**Tuesday, April 10, 2018 | 12:00 p.m. | University of Louisville, Shelby Campus
9001 Shelbyville Road, Louisville, Kentucky**

Board Members Present:

Jay Miller, Ph.D., CSW-Chair
Hilma Prather, Public Board Member
Anne Adcock, CSW
James Haggie, LSW
Jene Hedden, LCSW

Staff Present:

Florence Huffman, Executive Director
Lisa A. Turner, Executive Coordinator

Sally Rhoads, LCSW, was not in attendance

Consultants Present: Marcus Jones, Board Counsel, Assistant Attorney General

Guests Present: Jessica Ballinger, University of Louisville Kent School of Social Work; Tracey Carson, LCSW; Sandra Bennett, attorney at law; and Jennifer McMinn, LCSW.

Call to order

Dr. Jay Miller, Board Chair, called the meeting to order at 12:03 p.m. EST.

Minutes of February 13, 2018 board meeting

Dr. Jay Miller, CSW, Board Chair

Approved: A motion was made by James Haggie and seconded by Jene Hedden to approve the minutes of the February 13, 2018 board meeting. The motion carried by unanimous voice.

Executive Director's Report

Florence Huffman, Executive Director

Operations Report – March 1-31, 2018

- 106 New Applications (7 LSW; 69 CSW; 30 LCSW)
- 87 Applications approved (5 Bachelor's exam; 62 Master's exam; 20 Clinical exam)
- 43 Initial licenses issued (3 LSW; 25 CSW; 15 LCSW)
- 109 Online Renewals (13 LSW; 30 CSW; 66 LCSW) / 2 Paper Renewals (0 LSW; 1 CSW; 1 LCSW)
- 9 Reinstatements (1 LSW; 6 CSW; 2 LCSW)
- 5 Temporary Permits approved: 1 nonclinical and 4 clinical
- 34 Supervision Contracts approved; 23 contracts deferred
- 15 Miscellaneous

There have been delays to processing applications because applicants fail to: attach their job descriptions or the job description was unclear as to the duties and responsibilities, provide DOB, awaiting transcripts etc.

Supervision contract approvals have been delayed as a result of failing to include the number of hours spent in direct client-professional relationship; inadequate termination conditions; missing signatures; and missing attachments.

Licensee File Scanning Project

Ms. Huffman heralded the success of the scanning project and the excellent work of the Document Processing Clerk, Paulette Livisay. All of the files provided to the Department of Libraries and Archives have been scanned, delivered and uploaded to the shared drive, and can be reviewed easily and quickly.

Education and Outreach / Technology

- Kentucky Interactive continue their work on an online License Application and an online Reinstatement process.

Association of Social Work Boards (ASWB)

- Anne Adcock (granted full scholarship by ASWB) will attend the ASWB Spring Education Conference in Nova Scotia, May 2018 as the Delegate from Kentucky.
- Florence Huffman, ED, will attend the ASWB Board of Directors meeting at the May 2018 Meeting in Nova Scotia and her attendance will be paid for by the ASWB. The Board of Directors meeting will concentrate Licensure Mobility.

Financial Report

March 1-31, 2018 Revenues and Expenditures

- Sum of Revenues: \$30,865
- Sum of Expenditures: \$22,854
- Cash Balance: approximately \$440,681
- Year to Date Expended Budget: 79%

Travel and Per Diem

Approved: A motion was made by Jene Hedden and a second by James Haggie to approve board members' travel and per diem for the April 10, 2018 board meeting and the motion carried by unanimous voice.

Approved: A motion was made by Anne Adcock and a second by Hilma Prather to approve board members' travel and per diem for the March 13, 2018, committee meetings and the motion carried by unanimous voice.

Committee Reports

Complaint Review Committee

Dr. Jay Miller, CSW; Dr. Anne Adcock, CSW; and Jene Hedden, LCSW

Approved: A recommendation was made by the committee to approve the Hearing Officer's Recommended Order of Dismissal by Default for **Administrative Action No. 17-KBSW-0290**. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. **16-19B**. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss this case because KRS 335.010 amnesty statute applied to case no. **17-01**. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to approve the settlement agreement for case no. **17-06**. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to approve Board Counsel to make a settlement offer for case no. **17-29**. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to open an investigation for case no. **17-37**. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 18-01. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 18-03. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 18-04. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to authorize an investigator to issue a subpoena upon the approval by a designated board member. The motion carried by unanimous voice.

Application and Supervision Review Committee

Hilma Prather and James Haggie, LSW

Approved: A recommendation was made by the committee to grant approval to sit for the ASWB exam to the applicant whose application for licensure was submitted for review under SB 120. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to deny the request to approve an application from Chelsea Fultz based upon the Equivalency Standard because the Masters degree conferred was in "Specialization in Counseling Studies and the coursework was not sufficiently social work related. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to deny the request to approve an application from Robert Byrd based upon the Equivalency Standard because the Bachelors degree conferred was in Human Services and the coursework was not sufficiently social work related. The motion carried by unanimous voice. The motion carried by unanimous voice.

Old Business

Dr. Jay Miller, CSW

Personnel Evaluations

The personnel evaluations for board staff members Florence Huffman and Lisa Turner have been referred to the Executive Committee to be reviewed at the May board meeting.

New Business

Dr. Jay Miller, CSW

Board of Social Work "Annual Report"

Ms. Huffman prepared a draft of the "Annual Report FY 17" to submit to the governor. The board members will review the draft and provide feedback at the next meeting.

2018 Legislative Update

The board briefly discussed in general terms legislation impacting state licensing boards.

Draft of Administrative Regulation for Complaint Procedure

Marcus Jones, Board Counsel

Board counsel Marcus Jones prepared a draft of a complaint procedure regulation for board review. The board will prepare their comments to discuss at the May board meeting.

Statutory Authority for Expungement of Disciplinary Actions

Board counsel Marcus Jones researched the board’s legal authority to create an expungement regulation. The enabling statute has to contain the authority to expunge disciplinary actions or a regulation cannot be implemented.

Refunds

Dr. Jay Miller, CSW

Approved: A motion was made by Anne Adcock and seconded by Jene Hedden to approve a refund of the renewal fee paid by a licensee who is on active military duty. The motion carried by unanimous voice.

Adjournment

Approved: A motion was made by Jene Hedden and a second by James Haggie to adjourn the meeting at 1:37 p.m.

Respectfully submitted,



Dr. Jay Miller, CSW, Board Chair